



**European Bank**  
for Reconstruction and Development

## JOB DESCRIPTION FOR THE PURPOSE OF RECRUITMENT

### Section 1 - Details

<b>Job Title</b> Ref.50022678	First Vice President and Head of Client Services Group
<b>Team</b>	Client Services
<b>Responsible to / Line Manager</b> <i>This should be a role title, not a named individual.</i>	President
<b>Direct Reports</b> <i>This is about scope of the role. Please include job titles and the reporting relationship.</i>	Vice President Banking (Resident Office Network) Vice President Policy and Partnerships Managing Directors (Business Sectors) Director, Head of Operations Committee Secretariat Director, Head of Small Business Investment Committee Director, First Vice President's Office Executive Counsellor Executive Assistant Assistant
<b>Location</b>	London HQ
<b>Date Prepared</b>	February 2017

### Section 2 – Purpose of Job

The First Vice President has overall responsibility for all Banking operations and the delivery of transition impact in the Bank's countries of operations. The FVP leads and manages the Client Services Group, which combines Banking and Policy and Partnerships. The FVP is responsible for the full integration of banking and policy objectives so that policy engagement, advisory services and investments go hand in hand to deliver the maximum transition impact in EBRD's countries of operations. The FVP is responsible for the formulation, communication and implementation of the Client Services Group business plan covering investment, advisory and policy engagement operations.

### Section 3 – Background

The FVP is a member of the Executive Committee and other leadership fora. The FVP is chair of the Bank's Operations Committee and the Equity Committee. In addition, the FVP will chair or be a member of other committees for matters falling in the FVP's areas of responsibility. The First Vice President reports directly to the President and deputises as required in high level business and political fora, engaging with governments at the highest level and may be asked to assume specific responsibilities. The FVP will chair meetings of The Board of Directors and meetings for the Executive Committee when the President is not available. As part of an integrated management team, the FVP works towards delivering the Bank's Strategic Capital Framework and the Strategy Implementation Plan.

## Section 4 – Facts / Scale

The Bank's annual financing commitments cover both loans and equity investments. Private sector share of the Bank's cumulative investment is 80 per cent. The Bank's annual business volume is around 9.0 billion euro, and its overall portfolio is over 40 billion euro (split debt/equity: 80/20). EBRD concludes about 400 new transactions each year and has a portfolio of around 1800 active transactions.

The FVP oversees the Client Services Group which is comprised of the Banking and Policy & Partnerships departments.

Banking is the largest department of the EBRD accounting for half the organisation's headcount with approximately 1,300 people. Staff are based at the Headquarters in London and across a network of 44 resident offices in the EBRD's countries of operations as well as Washington and Tokyo.

The Banking Department is a matrix organised department. It is structured into nine sector and country business groups, as well as operational strategy and planning, portfolio management, equity, and small business, each headed by a Managing Director. The FVP oversees the work of the Vice President, Banking, and the Banking MDs. The front office functions report to the First Vice President, including directors of two operational committees. The Director of Corporate Recovery (the Bank's work-out group, located in Risk) reports jointly to the First Vice President and the Vice President Risk and Compliance.

The Policy and Partnership department is led by the Vice President, Policy and Partnership and is organised into three departments: Country and Sector Economics, External Relations and Partnerships and Country Strategy Coordination and Results Management, together comprising some 190 staff.

The FVP is responsible for the overall budget of the Client Services Group which is approximately £140 m per year.

## Section 5 – Accountabilities & Responsibilities

The FVP has overall strategic and operational responsibility and accountability for the following:

- The joined-up delivery of the Bank's investments and advisory services and policy engagement in the Bank's countries of operations across sectors, products and initiatives.
- Through the management of the Banking Department, the First Vice President assumes overall leadership on banking operations. S/he takes responsibility for the marketing, business development and the generation and execution of private and public sector projects as set out in the annual business plans and within the Bank's capital capacity and risk framework.
- The integrity and independence of the assessment of transition gaps and transition impact of the Bank's operations and overseeing refining and implementing the Bank's results framework. The FVP ensures that the Bank's operations are not only commercially sound but have the best possible impact on people's lives. This means ensuring not only that our activities are additional to the private sector but also that they move forward the Bank's transition mandate, environmental considerations and social inclusion, integrating aspects such as inclusiveness and gender.
- The mobilisation and management of donor funds, including the nuclear safety account, and the Bank's engagement with key internal stakeholders and organisations.
- Under the supervision of the President and in co-ordination with the Executive Committee, the First Vice President engages in policy dialogue with the authorities in the countries of operations and maintains the relationship with the business and political community at the highest level.
- In close co-operation with the Office of the Chief Economist and Stakeholder Relations Department, the First Vice President takes a leading role in formulating and implementing country and sector strategies.
- In co-ordination with the President and the Executive Committee, the First Vice President represents the Bank in high level business and political fora.

- The First Vice President serves as Chair of the Bank's Operations Committee (which is the Banks Loan and Investment Committee) which conducts the management approval process of all projects prior to their submission to the President and Board for final EBRD approval as well as the Equity Committee which oversees management of the portfolio of equity investments.
- The First Vice President interacts with the members of the Board and actively participates in the Board Meetings with the President, as well as chairing meetings and workshops. S/he deputises when the President is absent and in this capacity may also chair meetings of the Board of Directors as well as the Executive Committee.
- The First Vice President is responsible for the effective leadership and management of the human resources in the Client Services Group.

## Section 6 – Knowledge, Skills, Experience & Qualifications

- A proven professional track record, ideally with 20 years or more, in wholesale financing and investments on an international scale, including in emerging markets (essential), which will have included a significant focus on business operations in the private sector with corporate and financial institutions.
- A proven track record in principal investing and lending to private and public sector borrowers across a wide range of industries and with an excellent understanding of transition economics and risk dynamics.
- Extensive international experience and contacts in the business community, and a capacity to develop and maintain relationships with company Chairs, CEOs, and the highest level of government officials.
- Demonstrable experience of high level leadership and a track record in successful change management to lead and motivate a group of highly qualified international professionals in a multicultural, results-oriented organisation as EBRD adapts to the future.
- Strong inter-personal skills, corporate behaviour and track record in being part of a cohesive and collective decision making body.
- Excellent strategic thinking skills – an ability to translate concepts and general policy direction into workable and sustainable long-term strategies.
- A keen understanding of the Bank's mandate and policy issues, and a high level of commitment and energy to deliver its ambitious business and transition objectives, combined with the willingness to travel extensively.
- Ability to be a good team player and participate fully in the Executive Committee, and other senior management committees, to contribute to the cohesiveness of the Bank's senior management.
- Strong communication and consultation skills and experienced in dealing with the public and the media.
- An individual with strong personal integrity and a commitment to highest ethical standards.
- Knowledge of a language or languages of Bank member countries, in addition to English, would be desirable.

## Section 7 – Challenges *(This section is optional)*

**This scope of this role is dynamic and is not limited to the responsibilities set out above.**

**It will evolve over time and as a result of organisation reviews.**